

## Guidance for Requesting Privacy Act Records from DOE-CH

You may request your own Privacy Act records by submitting a request in writing **or** by filling out DOE F 1800.1, Privacy Act Information Request. The form may be obtained from the CH Privacy Act Officer (see below), or can be accessed at <http://www.directives.doe.gov/>.

- Click on the tab entitled, "Forms"
- On the column entitled, "Forms by Number", click on "0000-1999"
- Scroll down to "DOE F 1800.1"
- Complete all information under **Part I – Requester**

Regardless which format you choose, you must do the following:

- Be as specific as possible to identify or describe the record(s) you are seeking\*
- Establish your identity by including a photocopy of two identifying documents bearing your name and signature, home or business address, and date of birth (driver's license, passport, etc.) **or** submitting your notarized signature\*\*
- Provide a daytime telephone number or e-mail address in the event there are questions
- Mail your completed request to:

Linda M. Rohde  
CH Privacy Act Officer  
U.S. Department of Energy  
Chicago Operations Office  
9800 S. Cass Avenue  
Argonne, IL 60439

Access to or use of your personal information is permitted only to those authorized personnel who are directly involved in the processing of your request.

Requests for DOE records not under the jurisdiction of CH will be forwarded to the appropriate DOE Privacy Act Officer for response.

For any questions relating to Privacy Act records, contact the CH Privacy Act Officer by writing to her at the above address, Tel: 630/252-2041, Fax: 630/252-2183 or E-mail [linda.rohde@ch.doe.gov](mailto:linda.rohde@ch.doe.gov).

\*Any additional information that you can provide is helpful in locating records. Examples include:

- all names you have used
- social security number
- badge number
- payroll number
- name of current employer/location of facility
- former employee, including employer's name/location of facility, and dates of employment if known

\*\*If you are a parent of a minor or are the legal guardian of a person to whom a record pertains, see DOE provisions found at 10 CFR 1008.4(d)(1) and (2) for additional required proof of identity.